

EXHIBIT 10

To: Jeremy Redin[jredin@alectohealthcare.com]
From: Jennifer Coello
Sent: Wed 8/7/2019 2:47:31 PM
Subject: Re: Accounts Payable
Received: Wed 8/7/2019 2:49:07 PM

understood.

JENNIFER A. COELLO, MHA, FACHE
Chief Operating Officer
East Ohio Regional Hospital
Ohio Valley Medical Center
Phone 740.633.4205
jcoello@ovrh.org

On Wed, Aug 7, 2019 at 2:47 PM Jeremy Redin <jredin@alectohealthcare.com> wrote:

All,

Effective immediately, the following steps will be implemented to control A/P vendor payments:

- 1) Jeff Meek will provide funding for A/P on Friday morning.
- 2) The check run register must be reviewed and approved by Jeff Meek or me prior to checks being printed by the A/P dept.
- 3) Once the A/P dept. receives approval, they may begin printing checks.
- 4) Under no circumstance should additional checks or amounts be added to the check run once the check run has been approved.
- 5) Once the checks are printed, a copy of the check batch must be sent to Jeff Meek and me. The check batch total must match exactly to the pre-approved check register.
- 6) Any payment exceptions outside of this process must be approved by Jeff Meek or myself.

If you have any questions, please let me know. Thank you.

Jeremy Redin | Chief Financial Officer

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